

**BY ORDER OF THE
CHIEF, NATIONAL GUARD BUREAU**

AIR NATIONAL GUARD DIRECTIVE 90-254

1 MARCH 2010



Command Policy

**COMPLIANCE AND STANDARDIZATION
REQUIREMENTS LIST (C&SRL) AIR
NATIONAL GUARD JUDGE ADVOCATE
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: NGB-JA

Certified by: NGB/CV (Col Leroy
Dunkelberger)

Pages: 36

This directory implements Air Force Policy Directive (AFPD) 90-2, Inspector General --*The Inspection System*, and is applicable to all Air National Guard (ANG) Judge Advocate Offices. Units may supplement this directory to add internal compliance items. This directory may be used in whole or in part by Higher Headquarters (HHQ) during visits or exercises. Higher Headquarters/Inspector General (HHQ/IG) will use this directory in whole or in part during evaluations and exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

1. General.	2
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	3
Attachment 2—ANG JUDGE ADVOCATE INSPECTION CHECKLIST – FUNCTIONAL AREA	7

1. General.

1.1. Compliance and Standardization Requirements Lists (C&SRL) are the primary lists used during a MAJCOM conducted Unit Compliance Inspection (UCI) to assess unit compliance with established guidance. Items set forth in this C&SRL are based upon existing “by-law” requirements, Department of Defense (DoD) directives, AF and ANG guidance, NGB-JA, MAJCOM ANG assistants, and mission areas deemed critical by AF or ANG leadership to assessing and assuring unit organizational health and/or performance. The objective of the C&SRL is to identify deficiencies that preclude attainment of required capabilities of ANG JAG Offices.

1.2. Critical Compliance Objectives (CCOs) represent the highest priority of inspection items and are fundamentally derived from the Common Core Compliance Areas (CCCAs) and the thirteen missions areas defined in AFI 90-201, *Inspector General Activities*. Lower tier Core and General Compliance Items may stand alone or subordinate to a CCO. During the UCI, it is the expected intent of the MAJCOM IG to inspect, at a minimum, 100 percent of the CCOs that apply to the inspected unit. However, the items listed do not constitute the order or limit the scope of the Inspection / assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units should ensure validation of each compliance item with supporting documentation. Critical, core, and general compliance criteria are defined as follows:

1.2.1. Critical Compliance Objective (CCO). An item or area that represents “single-point failure” issues where non-compliance would result in direct mission impact or could very likely result in loss of life, serious injury, or significant potential for litigation. CCOs are shown in **bold** and identified as “**CCO**” under the item’s section number.

1.2.2. Core Compliance Item (CCI). An item or area that requires special vigilance and is important to the overall performance of the unit, but are not deemed “critical.” Non-compliance would result in some negative impact on mission performance or could result in injury or possible litigation. CCIs are identified as “CCI” under the item’s section number.

1.2.3. General Compliance Item (GCI). An item or area deemed fundamental to successful overall performance of the unit, but non-compliance would result only in minimal impact on mission accomplishment or would be unlikely to result in injury or possible litigation. GCIs are identified as “GCI” under the item’s section number.

HARRY M. WYATT III, Lieutenant General,
USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFH 32-1084, Facility Requirements, 1 September 1996

AFI 10-404, Base Support and Expeditionary Site Planning, 9 March 2004

AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges, 25 September 2007

AFI 31-401, Information Security Program Management, 1 November 2005

AFI 32-7001, Environmental Budgeting, 9 May 1994

AFI 32-7006, Environmental Program in Foreign Countries, 29 Apr 1994

AFI 32-7045, Environmental Compliance Assessment and Management Program (ECAMP), 1 July 1998

AFI 32-7061, The Environmental Impact Analysis Process, 12 March 2003

AFI 34-201, Use of Non Appropriated Funds (NAFS), 17 June 2002

AFI 36-2201, Volume III, Air Force Training Program on the Job Training Administration, 4 February 2005

AFI 36-2706, Military Equal Opportunity (MEO) Program, 29 July 2004

AFI 36-2803, The Air Force Awards and Decorations Program, 15 June 2001

AFI 36-2903, Dress and Personal Appearance, 2 August 2006

AFI 36-2909, Professional and Unprofessional Relationships, 1 May 1999

AFI 36-2910, Line of Duty (Misconduct Determination), 4 October 2002

AFI 36-3204, Procedures for Applying as a Conscientious Objector, 15 July 1994

AFI 36-3207, Separating Commissioned Officers, 9 July 2004

AFI 36-3208, Administrative Separation of Airmen, 9 July 2004

AFI 36-3209, Separation and Retirement Procedures for ANG and Air Force Reserve Members, 14 April 2005

AFI 40-301, Family Advocacy, 30 November 2009

AFI 44-120, Drug Abuse Testing Program, 1 July 2000

AFI 51-102, Judge Advocate Accession Program, 19 July 1994

AFI 51-105, Automated Legal Information Services and Library System, 9 May 2002

AFI 51-201, Administration of Military Justice, 21 December 2007

AFI 51-202, Non Judicial Punishment, 7 November 2003

AFI 51-301, Civil Litigation, 1 July 2002

AFI 51-401, Training and Reporting to Ensure Compliance with the Law of Armed Conflict, 19 July 2004

AFI 51-501, Tort Claims, 15 December 2005

AFI 51-502, Personnel and Government Recovery Claims, 1 March 1997

AFI 51-503, Aerospace Accident Investigations, 16 July 2004

AFI 51-504, Legal Assistance, Notary, and Preventive Law Programs, 27 October 2003

AFI 51-507, Ground Accident Investigations, 15 October 2004

AFI 51-601, Gifts to the Department of the Air Force, 15 July 1999

AFI 51-604, Appointment to and Assumption of Command, 4 April 2006

AFI 51-701, Negotiating, Concluding, Reporting, and Maintaining International Agreements, 6 May 2004

AFI 51-703, Foreign Criminal Jurisdiction, 6 May 1994

AFI 51-801, Training of Air Reserve Component Judge Advocates and Paralegals, 1 May 1999

AFI 51-901, Gifts From Foreign Governments, 16 February 2005

AFI 51-905, Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians, 1 Jun 1998

AFI 90-301, Inspector General Complaints Resolution, 15 May 2008

AFI 90-401, Air Force Relations with Congress, 1 July 1998

AFMAN 23-220, Reports of Survey for Air Force Property, 1 July 1996

AFPAM 36-2705, Discrimination and Sexual Harassment, 28 February 1995

AFPD 31-5, Personnel Security Program Policy, 1 August 1995

AFPD 51-1, The Judge Advocate General's Department, 19 November 1993

AFPD 51-2, Administration of Military Justice, 7 September 1993

AFPD 51-4, Compliance with the Law of Armed Conflict, 26 April 1993

AFPD 51-5, Military Legal Affairs, 27 Sep 1993

ANGI 36-2503, Administrative Demotion of Airmen, 1 March 2004

ANGI 36-3, National Guard Military Discrimination Complaint System, 30 March 2001

ANGI 36-7, Air National Guard Military Equal Opportunity Program, 25 April 2003

ANGI 51-504, ANG Legal Assistance Program, 14 December 2001

ANGI 51-801, ANG Judge Advocate Training Program, 31 July 1997

ANGP 30-02, Prevention of Sexual Harassment, Guidelines for Commanders, Managers, and Supervisors, 30 June 1982

ANGP 35-1, National Guard Public Affairs Guidelines, 6 June 2008

ANGP 36-3, Investigating Military Discrimination Complaints, 26 April 2002

DoD 1344.10, Political Activities by Members of the Armed Forces, 19 February 2008

DoD 5400.7-R, DoD Freedom of Information Act (FOIA), 4 September 1998

DoD 5400.7-R/AF Sup, DoD Freedom of Information Act (FOIA), 24 June 2002

DoD 5500.7-R, Joint Ethics Regulation (JER), 1 August 1993

Abbreviations and Acronyms

AEF—Aerospace Expeditionary Force

AFH—Air Force Handbook

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFSUP—Air Force Supplement

AMJAMS—Automated Military Justice Analysis

ANGI—Air National Guard Instruction

ANGP—Air National Guard Pamphlet

ANGRC—Air National Guard Readiness Center

BSP—Base Support Plan

CDI—Command Directed Investigation

CEQ—Council on Environmental Quality

CERCLA—Comprehensive Environmental Response, Compensation, and Liability Act

CLE—Continuing Legal Education

DoD—Department of Defense

DSJA—Deputy Staff Judge Advocate

EEO—Equal Employment Opportunity

EIAP—Environmental Impact Analysis Process

FEB—Flying Evaluation Board

GSU—Geographically Separated Unit

IO—Investigating Officer

JER—Joint Ethics Regulation

LAN—Local Area Network

LLAO—Law Library Accountable Officer

LOAC—Law of Armed Conflict

LOD—Line of Duty

LOS—Law Office Superintendent

LRO—Local Responsible Officer
MAJCOM—Major Command
MCM—Manual for Courts-Martial
MEO—Military Equal Opportunity
MPF—Military Personnel Flight
NEPA—National Environmental Policy Act
NGPAM—National Guard Pamphlet
NON—Notice of Non-Compliance
NOV—Notice of Violation
OPLAN—Operations Plan
RAMP—Remedial Action Management Plan
ROI—Report of Investigation
SCRA—Servicemembers Civil Relief Act
SJA—Staff Judge Advocate
TJAG—The Judge Advocate General
TJAG ANG Council—The Judge Advocate General Air National Guard Council
UCMJ—Uniform Code of Military Justice
USC—United States Code
UTC—Unit Type Code
VWAP—Victim and Witness Assistance Program

Attachment 2

ANG JUDGE ADVOCATE INSPECTION CHECKLIST – FUNCTIONAL AREA

Table A1.1. ANG Judge Advocate Inspection Checklist - Functional Area.

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
	All References are from DoD, Air Force, and ANG Policies and Instructions, the Air Force TJAG Rules, Opinions, and Decisions, and pertinent State Codes of Military Justice.			
A.	LEADERSHIP			
A.1.	Interface with Commanders			
A.1.1. CCO	HAS THE STAFF JUDGE ADVOCATE (SJA) ENSURED LEGAL SERVICES REQUIRED BY COMMANDERS AND STAFF AGENCIES ARE PROVIDED?	AFI 51-102, PARA 3.1		
A.1.2. CCI	Has the SJA ensured that legal advice is readily available to commanders during non-duty hours?	AFI 51-102, Para 3.1		
A.1.3. GCI	Have priorities and management goals for the Legal Office been clearly established and aligned with the overall unit mission?	ANGI 51-801, Para 3.1 & 4.1		
A.1.4. GCI	Does the SJA brief the wing and geographically separated units' (GSUs) staffs at regular intervals on such matters as status of discipline, political activity restrictions, ethics, law of armed conflict, homosexual inquiries/investigations, professional relations, deployment readiness and current preventive law topics?	AFI 51-102, Para 3.5; AFPD 51-4, Para 5		
A.2.	Participation in Alert/Exercise/Operations Taskings			

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
A.2.1. CCI	Has the base support plan (BSP)/expeditionary site plan (ESP) been reviewed in accordance with the established review process?	AFI 10-404, Attch 39		
A.3.	Involvement in Base and Community Activities			
A.3.1. GCI	Does a JAG actively participate as a non-voting legal advisor to the Non-Appropriated Fund (NAF) Council, if one exists?	AFI 34-201, Para 2.6.1.2.1		
A.3.2. GCI	Is the SJA appointed to and serving on the Family Advocacy Committee, if one exists?	AFI 40-301, Para 1.12.1		
A.3.3. CCI	Do JA personnel support Military Equal Opportunity programs, the Family Advocacy Committee, Environmental Protections Committee, and similar activities?	ANGI 36-7, Para 2.7.3 & 2.8; AFI 32-7005, Para 3.3; AFI 40-301, Para 1.5.2.6		
B.	MANAGEMENT OF THE JUDGE ADVOCATE FUNCTION			
B.1.	Legal Office Management			
B.1.1. GCI	Do all Legal Office personnel conform to ANG standards and/or have adequate steps been taken to identify and assist those who do not conform to meet standards?	AFI 36-2903		
B.1.2. GCI	Are the SJA and Law Office Superintendent (LOS) familiar with the guidelines for TJAG Article 6 Visits?	TJAG Policy Memo TJS-6		
B.1.3. GCI	Are the SJA and LOS familiar with the guidelines for staff assistance and Article 6, UCMJ visits?	TJAG Policy Memo TJS-6		
B.1.4. CCI	Are classified documents and information properly marked and handled?	AFI 31-401, Para 4.1 - 4.4		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
B.1.5. CCO	HAS THE LEGAL OFFICE ESTABLISHED PROCEDURES FOR THE SAFEGUARDING OF CLASSIFIED INFORMATION?	AFI 31-401, PARA 5.11 & 5.12		
B.1.6. CCI	Are all security clearances current and do all Legal Office personnel possess the required clearance to perform their duties?	AFPD 31-5, Para 4		
B.2.	Law Library			
B.2.1. GCI	If a law library has been established and is maintained, is the Legal Office's law library properly managed and current?	AFI 51-105, Para 2.3, 2.4, 2.5		
B.2.2. GCI	Is an annual budget prepared for purchase of new library materials and maintenance of current material?	AFI 51-105, Para 2.3.2		
B.2.3. GCI	Is the Law Library Accountable Officer (LLAO) properly appointed?	AFI 51-105, Para 2.3.2; AF Unified Law Library Handbook		
B.2.4. GCI	Does the LLAO prepare and maintain an inventory (spreadsheet) of each law library item (books, set of books periodicals, etc)?	AFI 51-105, Para 2.4.1; AF Unified Law Library Handbook		
B.2.5. GCI	Are all books stamped "US Government Property" on both the inside cover and front edge of the pages, and all periodicals on the front cover?	AFI 51-105, Para 2.9		
B.2.6. GCI	Are inventories conducted when appropriate, upon change of LLAO, annually, or as directed by the SJA?	AFI 51-105, Para 2.4.1; AF Unified Law Library Handbook		
B.2.7. GCI	Are Reports of Survey procedures used when library materials are missing, damaged, or destroyed?	AFI 51-105, Para 2.3.4; AF Unified Law Library Handbook		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
B.2.8. GCI	Do members of the Legal Office use AF Form 614, Charge Out Record, when removing books from the library?	AFI 51-105; AF Unified Law Library Handbook		
B.3.	Facilities			
B.3.1. CCI	Does the Legal Office have adequate facilities for the proper administration of the unit's legal needs and do the facilities present a professional image? If not, have steps been taken to acquire additional space or to improve the quality of the facilities?	AFH 32-1084		
B.4.	Data Automation and Information Management			
B.4.1. GCI	Are all stand-alone computer files backed up every UTA?	AFI 51-105, Attch 2.1		
B.4.2. CCI	Is all storage media containing sensitive material (for official use only, attorney confidential files, privacy act, or similar data) secured when the computer system is unattended and properly safeguarded from unauthorized access if placed on a shared local area network (LAN)?	AFI 51-105, Para 1.8.2		
B.4.3. CCI	Is all storage media containing sensitive material properly marked?	AFI 51-105, Para 1.8.1		
B.4.4. GCI	Is the NetRAMS database being utilized to record computer hardware resources and is it current?	AFI 51-105, Para 1.5.4; ANGI 51-508, Para 6.2		
B.4.5. GCI	Has a training plan been established to ensure that all personnel are familiar with Legal Office computer systems/software, and operating procedures related to the LAN?	AFI 51-105; TJAG Policy Memo ARC-2		
B.4.6. GCI	Is the Legal Office adequately equipped with computer hardware and software to enhance efficiency?	AFI 51-105, Para 1.5.2; ANGI 51-508, Para 6.2		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
B.5.	Judge Advocate Personnel Management			
B.5.1. GCI	Does the SJA ensure that all Legal Office personnel are properly and effectively recognized for awards?	AFI 36-2803, Chapter 2; TJAG Policy Memo ARC-2		
B.5.2. CCI	Are all JAGs familiar with the applicable Air National Guard and Air Force Standards of Professional Conduct and Responsibility, and review them at least annually?	TJAG Policy Memo ARC-1, TJS-2, TJS-5		
B.5.3. GCI	Are newly assigned JAGs briefed on their responsibilities, Legal Office policies, and the nature and scope of the legal assistance services?	ANGI 51-504; AFI 51-504, Para 1.5.5.2;		
B.5.5. GCI	Does the SJA ensure all JAGs are actively engaged in appropriate level of Professional Military Education (PME)?	ANGI 51-801, Para 6.1; TJAG Policy Memo TJS-1;		
B.5.6. GCI	Are paralegals used fully in enhanced roles within the limits of training and experience and are they empowered to act within the scope of their areas of responsibility?	TJAG Policy Memo ARC-2		
B.5.7. GCI	Is there a comprehensive training program to assist paralegals to meet upgrade and qualification training timelines?	AFI 36-2201, Vol. III (Aug 02 CFETP 5J0X1, prepared there under)		
B.5.8. GCI	Does the SJA ensure that all Legal Office personnel are familiar with and abide by AFI 36-2909, Professional and Unprofessional Relationships?	AFI 36-2909, Para 8, 9; TJAG Policy Memo Civ-01		
B.5.9. GCI	Does the SJA ensure that all information in the Roster for the Legal Office is certified as accurate and updated regularly (at least every six months)?	TJAG Policy Memo TJS-05		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
B.5.10. GCI	Does the SJA ensure that all Legal Office personnel are familiar with and comply with the requirements of AFI 51-801, Training of Air Reserve Component Judge Advocates and Paralegals?	AFI 51-801; ANGI 51-801;		
C.	MILITARY JUSTICE			
C.1.	Military Justice Overall			
C.1.1. GCI	Are all Legal Office personnel thoroughly familiar with and knowledgeable about the basic purposes and functions of the Uniform Code of Military Justice (UCMJ), the Manual for Courts-Martial (MCM) including its Rules for Courts-Martial and Military Rules of Evidence, and similar State Code provisions?	ANGI 51-801, Para 3.2.2		
C.1.2. CCI	Is the administration and management of military justice conducted in a fair, efficient and timely manner?	AFPD 51-2, Para 1, & 6; AFI 51-201, Para 12.9; AFI 51-202, Para 3.3;		
C.1.3. CCI	Is information provided to commanders, first sergeants, OSI and security forces personnel on rules of search and seizure, unlawful command influence, and other aspects of military justice?	AFI 51-201, Para 1.2, 12.9, 12.10, 12.11; State Code		
C.1.4. CCO	ARE THE SJA AND DSJA FAMILIAR WITH MATTERS RELATING TO SUCCESSION AND DELEGATION OF COMMAND?	AFI 51-604; STATE POLICY AND STATE CODE		
C.1.5. CCI	Does JA provide effective assistance to OSI, SF and civilian community investigators in pending investigations during duty and non-duty hours?	AFPD 51-1, Para 4.4; AFI 51-201, Para 3.2, 12.9.2; State Code		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.1.6. GCI	Has effective liaison been established with local police, prosecutors and judicial officials, including the local US Attorney's Office, to ensure prompt notice and coordination of incidents involving military members?	AFI 51-905, Para 1.1.8 & 1.4		
C.1.7. CCI	Are proper procedures for reporting allegations of serious misconduct against senior officials being followed?	AFI 90-301, Para 1.26 & 1.27		
C.1.8. CCI	Are sexual assault and other special interest cases reported to State ANG, MAJCOMS and USAF Higher Headquarters as required and upon occurrence of significant events?	AFI 51-201, Para 12.8; NGB All States Memo J1-06-014, 12 Jun 06		
C.1.9. GCI	When information is requested to answer a Congressional or other high-level inquiry is adequate information timely provided and are all appropriate HQ's being informed?	AFI 90-401, Para 1.1 & 1.4; AFI 51-201 Para 12.3 & 12.4		
C.1.10. CCI	Does the SJA or DSJA confer with commanders, in all cases, except where impracticable due to military exigencies, prior to and throughout the processing of UCMJ/Article 15 or similar State Code authorized judicial/nonjudicial punishment actions to determine the appropriate procedures?	AFI 51-201; AFI 51-202; State Code		
C.1.11. GCI	Are charges drafted properly so that UCMJ/Article 15 or similar State Code authorized judicial/nonjudicial punishment actions properly state an offense?	AFI 51-201, Para 3.4.7		
C.1.12. GCI	Is pretrial confinement under the UCMJ or similar State Code authorized judicial actions properly imposed and continued?	AFI 51-201, Para 3.2		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.1.13. CCI	Are all JAGs aware of the limitations on grants of immunity?	AFI 51-201, Para 6.6; State Code		
C.1.14. CCI	Have effective procedures been created to obtain and assign defense counsel to efficiently handle military justice actions?	TJAG Policy Memo MJ-1		
C.1.15. GCI	Does JA coordinate on submissions of requests for discharge in lieu of trial and resignations for the good of the service?	AFI 36-3208, Para 4.4.1 & 4.12; AFI 36-3207, Para 2.22		
C.1.16. GCI	Are procedures for obtaining trial witnesses in general and employment of expert witnesses followed?	AFI 51-201, Para 6.5		
C.1.17. GCI	Is appropriate notice of scheduled courts-martial or similar State Code authorized judicial actions published or otherwise given to unit personnel?	AFI 51-201, Para 12.6.4.4; State Code		
C.1.18. CCI	Does the SJA or DSJA keep close liaison with commanders, first sergeants, OSI and Security Forces to ensure prompt and consistent disposition of cases?	AFI 51-201, Para 12.9.2		
C.1.19. GCI	Are the SJA and all Legal Office personnel familiar with and understand the basic purpose and functions of the Automated Military Justice Analysis and Management System (AMJAMS)?	AFPD 51-2, AFI 51-201; AFI 51-202; AFLSA/JAS' AMJAMS Practical User's Guide, 11 Jun 97; TJAG Policy Memo ARC-2		
C.1.20. GCI	Is a procedure in place to ensure that legal assistance clients with military justice problems are referred out of the Legal Office for assistance?	AFI 51-504, Para 1.7.3; ANGI 51-504		
C.2.	Support of the USAF/ANG Urinalysis Program			

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.2.1. CCI	Is the Legal Office actively involved with the unit's urinalysis program and does it meet the requirements needed to withstand judicial review?	AFI 44-120, Para 4.7.7		
C.2.2. CCI	Does the SJA or DSJA advise commanders, the DRPM, DTPAM, and other unit officials and agencies regarding legal aspects of the urinalysis program?	AFI 44-120, Para 4.7.7.2		
C.2.3. CCI	Does the SJA or DSJA coordinate on all requests for urinalysis drug testing other than routine random inspection testing (i.e., unit sweep inspections, consent, probable cause, and commander directed testing)?	AFI 44-120, Para 4.7.7.3		
C.2.4. CCO	DOES THE SJA OR DSJA PERIODICALLY MONITOR COMPLIANCE WITH CHAIN OF CUSTODY COLLECTION PROCEDURES AT THE UNIT AND GSU LEVEL UNDER APPLICABLE DOD DIRECTIVES AND INSTRUCTIONS, AF POLICIES AND INSTRUCTIONS AND ENSURE CORRECTIVE ACTIONS ARE IDENTIFIED AND IMPLEMENTED AS NECESSARY TO MAINTAIN INTEGRITY OF THE URINALYSIS PROGRAM?	AFI 44-120, PARA 4.7.7.1 & 4.7.7.6.		
C.2.5. CCI	Does the SJA or DSJA conduct an annual assessment of the Urinalysis Program?	AFI 44-120, Para 4.7.7.1 & 4.7.7.6		
C.2.6. GCI	Does the SJA or DSJA perform (no less than annually) an audit of collection procedures at GSUs?	AFI 44-120, Para 4.7.7.6		
C.2.7. GCI	Does the SJA or DSJA regularly brief unit and GSU commanders and staff on major legal issues affecting the Urinalysis Program?	AFI 44-120, Para 4.7.7.2		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.2.8. GCI	Are procedures in place to ensure action is taken to preserve positive samples beyond the first year?	AFI 44-120, Para 4.7.7.5		
C.2.9. GCI	Does the SJA or DSJA notify the appropriate laboratory to retain the specimen when a positive specimen needs to be retained beyond 60 calendar days for discharge or administrative action?	AFI 44-120, Para 4.7.7.5; NGB-J3-CD Memo, 12 May 05		
C.2.10 GCI	Are there sound working relationships between the Legal Office, Commanders, First Sergeants, the DRPM, DTPAM, and other unit and GSU officials and agencies involved in the Urinalysis Program?	AFI 44-120, Para 4.7.7.2		
C.2.11. GCI	Is there an installation-level cross-functional oversight committee with regular meetings? Does JA participate?	AFI 44-120, Para 4.7.1.3 & 4.7.1.3.1		
C.2.12. GCI	Does the SJA or DSJA receive copies of all requests by ANG members for independent retests?	AFI 44-120, Para 4.7.7.4		
C.2.13. CCI	When unit personnel on Title 10 orders are subject to testing, does the SJA ensure that one of the procedures required by ANGRC/CC memo of 3 Dec 07 is followed, i.e., is the order to give urine samples signed or co-signed by the Title 10 Detachment Commander (DETCO), or, when a DETCO is not available, is the 201 st MSC/CC letter used?	ANGRC/CC Policy Memo, Drug Testing, 05 Oct 07		
C.3.	ANG Victim and Witness Assistance			

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.3.1. CCO	IS THE ANG UNIT INVOLVED WITH THE INSTALLATION'S VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP) OR THE LOCAL CIVILIAN COMMUNITY EQUIVALENT TO ENSURE SERVICES ARE PROVIDED TO ANG PERSONNEL AS APPROPRIATE? HAS THE ANG SJA MET WITH THE HOST-INSTALLATION LOCAL RESPONSIBLE OFFICIAL (LRO) TO DISCUSS INSTALLATION VWAP SERVICE TO THE TENANT ANG UNIT, AND HAS THE ANG COMMANDER APPOINTED FEMALE AND MALE ANG VICTIM ADVOCATES?	AFI 51-201, PARA 7.7		
C.3.2. GCI	Are ANG unit commanders, first sergeants, JA, SG, SFS, HC, Family Support Center, and others, as applicable, adequately trained to meet their responsibilities? Is this training current & adequately documented?	AFI 51-201, Para 7.16		
C.3.3. GCI	Does the ANG unit know and follow host installation procedures to have a victim liaison appointed by the LRO or the delegated JA to assist victims of sexual assault?	AFI 51-201, Para 7.8; NGB All States Memo J1-06-014, 12 Jun 06		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.3.4. CCI	Have ANG unit agencies which may be involved with sexual assault response and/or victim and witness assistance programs designated a focal point or point of contact to coordinate with the host installation LRO or the local civilian community equivalent to ensure provision of services to victims of sexual assault, and do ANG Legal Offices have a listing of local military and civilian community agencies providing medical and counseling services to victims of sexual assault?	AFI 51-201, Para 7.10.4, & 7.10.1; NGB All States Memo J1-06-014, 12 Jun 06		
C.3.5. CCI	Does the ANG unit Legal Office coordinate with the installation LRO to provide reasonable protection to sexual assault victims and witness, and/or arrange for local civilian community protection, as necessary?	AFI 51-201, Para 7.10.5.1 & 7.11.1.1; NGB All States Memo J1-06-014, 12 Jun 06		
C.3.6. CCI	Has the ANG Legal Office established effective liaisons with the local civilian community to ensure victims receive coordinated assistance and compensation from both military and local civilian communities?	AFI 51-201, Para 7.10, 7.10.1, 7.10.2, 7.10.12, 7.10.13, 7.10.14 & 7.10.17		
C.3.7. GCI	When feasible, has a memorandum of understanding been established to ensure a cooperative relationship with local civilian communities to identify report, investigate, and provide services and treatment to victims of sexual assault?	AFI 51-201, Para 7.10.17		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.3.8. CCI	Is the sexual assault victim informed by the LRO or by the ANG Legal Office Victim Advocate of the public and private programs that are available to provide counseling, treatment, and other support (including state compensation programs) to the victim?	AFI 51-201, Para 7.10; NGB All States Memo J1-06-014, 12 Jun 06		
C.3.9. GCI	Are sexual assault victims consulted by the LRO or by the ANG Legal Office Victim Advocate and provided a meaningful opportunity to provide input concerning the disposition of all cases relevant to them?	AFI 51-201, Para 7.10.10; NGB All States Memo J1-06-014, 12 Jun 06		
C.3.10 CCI	Have provisions been made by the LRO or by the ANG Legal Office victim advocate to ensure victim's rights are protected during disciplinary proceedings?	AFI 51-201, Para 7.10		
C.3.11. GCI	Does the LRO or the ANG Legal Office Victim Advocate provide sexual assault victims with sufficient notice of their rights under the VWAP concerning post-trial actions concerning the offender?	AFI 51-201, Para 7.13.1 - 7.13.9; NGB All States Memo J1-06-014, 12 Jun 06		
C.3.12. GCI	Has the ANG unit commander issued a policy letter condemning sexual assault?	NGB All States Memo J1-06-014, 12 Jun 06		
C.3.13. GCI	Have ANG unit training programs been expanded where appropriate to include sexual assault awareness, deterrence, and reporting?	NGB All States Memo J1-06-014, 12 Jun 06		
C.3.14. GCI	Does the ANG Legal Office brief members being mobilized on the Air Force VWAP and treatment of victims and witnesses of offenses under the UCMJ?	NGB All States Memo J1-06-014, 12 Jun 06		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
C.3.15. GCI	Does the Legal Office take an active role in assisting in or with the commander's initiatives for eliminating sexual harassment from the workplace?	AFPAM 36-2705, pg 15; AFI 36-2706, Para 2.12, 4.10.1, 4.18.3, 4.28.2, 4.28.7, 4.34.6, & 4.36.2		
D.	CIVIL LAW			
D.1.	Administrative Law			
D.1.1. GCI	Does the Legal Office notify commanders of civilian convictions that subject a member to discharge promptly after the Legal Office learns of the conviction?	AFI 36-3209 Para 1.22.1 & 2.37.1.1		
D.1.2. GCI	Does the SJA ensure coordination with the servicing special security office prior to initiating any action that may result in discharge for cause of an individual who holds or has recently held an SCI security clearance?	AFI 36-3209 Para 1.10; AFI 31-501, Para 8.8 & 8.9		
D.1.3. GCI	Have procedures been established to identify subjects of adverse actions as possible discharge candidates?	AFI 36-3209, Para 1.22.1		
D.1.4. GCI	Does the SJA recommend administrative demotions in appropriate cases, and are actions properly processed including legal reviews?	ANGI 36-2503, Para 1.1, 5, & 6		
D.1.5. GCI	Does JA properly coordinated on administrative discharge actions?	AFI 36-3209, Para 3.8.1		
D.1.6. CCI	Does the Legal Office process discharge cases consistent with directives?	AFI 36-3209		
D.1.7. GCI	Before commanders serve the letter of notification that initiates the discharge action, does JA preliminarily review the proposed discharge package for legal sufficiency?	AFI 36-3209, Para 2.5.2 & 3.2.2		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.1.8. GCI	Is administrative discharge processing adequately coordinated with the Military Personnel Flight (MPF) and command to ensure proper case processing?	AFI 36-3209, Para 4.7		
D.1.9. GCI	Do officer and enlisted discharge cases reflect appropriate Legal Office coordination?	AFI 36-3209, Para 2.37.1.2 & 4.19		
D.2.	Civil Law Matters			
D.2.1. CCI	Do the civil law opinions and reviews reflect thorough consideration of facts and issues, and reach reasoned, supportable decisions; and are they rendered in a timely manner?	ANGI 51-801, Para 3.1 & 3.2.2		
D.3.	General Law			
D.3.1	General Law – Standards of Conduct			
D.3.1.1. GCI	Do legal reviews of possible conflict of interest cases thoroughly set forth the pertinent facts, adequately resolve issues and provide appropriate cautionary advice?	DoD 5500.7-R, Section 1-214 and 1-412		
D.3.1.2. GCI	Is proper advice given to potential and actual recipients of gratuities, gifts to the ANG/Air Force and gifts from foreign governments regarding procedures for processing such gifts?	AFI 51-601; AFI 51-901		
D.3.1.3. GCI	Is a procedure established to ensure that appropriate personnel are reminded by appropriate means at least annually of their duty to comply with required standards of conduct?	DoD 5500.7-R, Section 11-301 & 11-302		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.3.1.4. GCI	Does the SJA promptly seek corrective action to remedy violations and appearances of violations of laws or regulations concerning standards of conduct, conflicts of interest, financial disclosures, and DoD and defense related employment-reporting requirements?	DoD 5500.7-R, Chapter 10		
D.3.1.5. GCI	Does JA properly advise detachment commanders and individuals regarding standards for approval of off-duty employment of unit members on Title 10?	DoD 5500.7-R, Chapter 3 & 8		
D.3.1.6. GCI	Does JA ensure all employees designated by the Joint Ethics Regulation receive appropriate annual ethics training?	DoD 5500.7-R, Section 11-100, 11-301 & 11-302		
D.3.1.7. GCI	Is emphasis placed on professional ethics training for the Legal Office staff?	TJAG Policy Memo TJS-2, TJS-3, TJS-5		
D.3.2.	General Law – Statements of Financial Interests			
D.3.2.1. GCI	Are procedures established to identify appropriate personnel, including new entrants and holders of newly created positions, who must file a financial disclosure form?	DoD 5500.7-R, Section 7-203b & 7-303a		
D.3.2.2. GCI	Does JA work with MPF personnel to ensure new entrants into “covered positions” timely file financial disclosure reports, whether public or confidential?	DoD 5500.7-R, Para 7-200 & 7-300		
D.3.2.3. GCI	Have all appropriate personnel timely completed a SF 450 or SF 278 and does the DAEO or designee review the form?	DoD 5500.7-R, Chapter 7, JER, Para 7-200 & 7-300		
D.3.2.4. GCI	Are financial disclosure statements properly stored, periodically reviewed and destroyed when required?	DoD 5500.7-R, Section 7-206, 7-207 & 7-307		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.3.2.5. GCI	Does JA appropriately review and file OGE Forms 450/450a and forward to Higher Headquarters all SF 278s, as well as information required in the Annual Agency Ethics Review?	DoD 5500.7-R, Section 7-307		
D.3.2.6. GCI	Does the ethics counselor retain OGE Forms 450/450a in an appropriate location for six years, and ensure proper destruction of forms older than six years?	DoD 5500.7-R, Section 7-307		
D.4.	Ethics Law			
D.4.1. CCI	Is legal advice on ethics matters accurate and timely and are ethics counselors designated in writing?	DoD 5400.7-R, Para 1-214		
D.4.2. GCI	Does JA work with MPF personnel to ensure new employees receive an initial ethics orientation?	DoD 5400.7-R, Section 11-100, 11-301 & 11-302		
D.5.	Freedom of Information Act (FOIA) and Privacy Act (PA)			
D.5.1. GCI	Has a JAG been designated as the FOIA/PA contact point for the Legal Office?	DoD 5400.7-R/AF Sup		
D.5.2. GCI	Is that individual aware of the disclosure and denial authorities and their responsibilities?	DoD 5400.7-R/AF Sup, Para C1.4.4 & C1.4.5		
D.5.3. GCI	Are legal opinions on denial of information accurate, thorough and promptly rendered?	DoD 5400.7-R/AF Sup Para C1.5.4.		
D.5.4. GCI	Do legal opinions cite the proper statutory or regulatory exemption for each category of information recommended to be withheld?	DoD 5400.7-R/AF Sup Para C3.2.1; ANGP 35-1 Appendix D		
D.5.5. GCI	Do legal reviews that recommend denial of records identify and analyze the government interest that would be jeopardized by disclosure?	DoD 5400.7-R/AF Sup Para C1.3.1.1.		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.5.6. GCI	Does JA encourage OPRs to make discretionary disclosures when there is no reasonably foreseeable harm to the government even though some exception to disclosure may apply?	DoD 5400.7-R/AF Sup Para C1.3.1.1; ANGP 35-1 Appendix D		
D.5.7. GCI	Does JA encourage OPRs to make discretionary disclosures of exempt information after full consideration of institutional, commercial and personal privacy that could be implicated by disclosure?	DoD 5400.7-R/AF Sup Para C1.3.1.1.		
D.5.8. GCI	Does JA use the “sound legal basis” standard to support denial of information?	DoD 5400.7-R/AF Sup Para C5.2.2		
D.5.9. GCI	Does the Legal Office maintain a file of opinions, letters, messages and directives relating to the release of information?	AFI 51-105, Para 1.8.2.		
D.5.10. CCI	Is information on legal assistance clients, investigations, administrative and military justice actions safeguarded within the Legal Office?	AFI 51-105, Para 1.8.2.		
D.5.11. GCI	Have USAF policies on the withholding of phone books, organizational charts and diagrams been followed?	ANGP 35-1 Appendix D		
D.5.12. GCI	Are internal rosters, telephone listings and similar publications annotated to reflect that the personal data contained therein should not be released to unauthorized requesters?	ANGP 35-1 Appendix D		
D.5.13. GCI	Are JAGs familiar with procedures for releasing information for litigation and appearance of witnesses before civilian courts and other tribunals?	AFI 51-301		
D.6.	Environmental Law			

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.6.1. GCI	Is the SJA or designee an active participant in the Environmental Protection Committee including any GSUs for which the unit is responsible?	AFI 32-7045		
D.6.2. CCI	Does the Legal Office provide proper and timely advice and assistance on cleanup, compliance, conservation and pollution prevention issues?	AFI 32-7045		
D.6.3. CCI	Do local procedures include prior SJA review of command actions having significant environmental impact?	AFI 32-7061		
D.6.5. GCI	Are adequate environmental law reference materials readily available?	AFI 32-7001, 32-7045, 32-7006 & 32-7061		
D.6.6. GCI	Does the SJA participate in meetings with local civilian environmental officials?	AFI 32-7045		
D.6.7. GCI	Does the SJA or designee review all wing-level Remedial Action Management Plans (RAMPs) prior to their submission to HQ USAFE/CEV?	AFI 32-7061		
D.6.10. CCI	Are proposed unit actions for which the unit must make environmental review, reviewed for compliance with the Environmental Impact Analysis Process, the National Environmental Policy Act (NEPA), 42 USC 4321, et seq., and the Council on Environmental Quality (CEQ) regulations, 40 CFR 1500-1508?	AFI 32-7061		
D.6.11. CCI	Does the Legal Office review payments for environmental fines, penalties, fees, assessments or regulatory permits before payment?	42 USC 9621, CERCLA		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.6.12. GCI	Has the environmental law JAG received the appropriate education, training and OJT reinforcement of knowledge and skills to meet the needs of the unit?	AFI 36-2201		
D.7.	Investigations and Inquiries			
D.7.1. CGI	Are EOT and EEO complaints properly processed?	AFI 36-2706; NG PAM 600-22/ANGI 36-3, ANGP 30-2		
D.7.2. CCI	Does JA coordinate closely with the IG to ensure appropriate processing and sufficiency of IG complaints?	AFI 90-301		
D.7.3. CGI	Does the Legal Office actively participate in the IG Complaints Program?	AFI 90-301, Chapter 2		
D.7.4. CCI	Does JA counsel and advise Investigating Officers (IOs) appointed to investigate IG complaints?	AFI 90-301, Chapter 2		
D.7.5. CGI	Does JA provide a different JAG than the JAG that advised the IO to perform the written legal reviews of IG Reports of Investigation (ROI)?	AFI 90-301 Para 2.61		
D.7.6. CGI	Are timely and adequate responses afforded to Congressional and other high-level inquiries?	AFI 51-201, Para 12.4; AFI 90-401, Para 4.3		
D.7.7. CGI	When information is requested directly by higher headquarters, to answer a Congressional or other high-level inquiry, are intermediate headquarters being informed?	AFI 51-201, Para 12.3.1 & 12.4		
D.7.8. CGI	Are Reports of Survey (ROS) reviewed for compliance with AFMAN 23-220?	AFMAN 23-220, Chapter 22		
D.7.9. CGI	Does the reviewer ensure proper application of proximate cause and negligence standards in ROS?	AFMAN 23-220, Para 2.3.6, 2.3.12.1, 4.1.7, 7.2, & 10.2.2.12		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.7.10. CCI	Does JA advise line of duty (LOD) IOs before and during investigations as to evidentiary standards, proximate cause, definition of terms and procedures for taking statements?	AFI 36-2910, Para A3.2.1 & A4.2.3		
D.7.11. CCI	Do legal reviews of formal LOD investigations include a summary of the facts, a discussion of the issues, an opinion as to the legal sufficiency of the investigation, and an opinion as to whether the IO's findings are correct? Are they by an attorney other than the IO's legal adviser?	AFI 36-2910, Para 2.7.1 & 3.8.1		
D.7.12. CGI	Do reviews of Flying Evaluation Board (FEB) proceedings address procedural compliance with AFI 11-402, but refrain from making recommendations as to the professional qualifications of the respondent?	AFI 11-402 Para 4.6.1		
D.7.13. CGI	In conscientious objector cases, are JAGs appointed to investigate the case senior in grade to the subject?	AFI 36-3204 Para 3.1 & 3.1.3		
D.7.14. CCI	Does JA consult with unit commanders on initiation of a command directed investigation (CDI), appointment of an appropriate IO and review of the CDI?	SAF/IGQ CDI Guide, 7 July 06		
D.7.15. CGI	Does JA counsel and advise the IO appointed to perform a CDI?	SAF/IGQ CDI Guide, 7 July 06		
D.8.	Aircraft Accident Investigations and Safety Investigations			
D.8.1. CCI	Are wreckage and other evidence retained and preserved as required giving adequate consideration to chain of custody issues?	AFI 51-503, Para 3.5.4		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
D.8.2. CGI	Are requests for disposal of wreckage properly coordinated with AFLOA/JACC through HQ MAJCOM/JAM?	AFI 51-503, Para 3.6		
D.8.3. CCI	Does the SJA ensure that command provides the IO/Board President adequate fiscal, maintenance, operations and technical support, including consultants and laboratory support as required?	AFI 51-503		
D.8.4. CGI	Does the SJA provide day-to-day support, i.e., furnishing a court reporter, administrative support and office space to the IO/Board?	AFI 51-503; AFI 91-204		
D.8.5. CGI	Are the SJA and all Legal Office personnel familiar with and understand the basic procedures and requirements for handling ground accident investigations?	AFPD 51-507		
E.	PREVENTIVE LAW & LEGAL ASSISTANCE			
E.1.	Implementation of Preventive Law Programs			
E.1.1. CGI	Does the Legal Office have a proactive preventive law program?	AFI 51-504, Para 1.10 & 3.2; ANGI 51-504		
E.1.2. CGI	Does the preventive law program identify changing base legal assistance concerns and implement measures to meet those needs?	AFPD 51-5, Para 12.5; AFI 51-504, Para 3.2.1		
E.1.3. CGI	Has the SJA appointed a Preventive Law Officer to manage the program?	AFI 51-504, Para 3.3.2		
E.1.4. CGI	Have HQ USAFE "Project Pitfall" letters or other materials, describing legal hazards in various countries, been distributed when needed?	AFI 51-504, Para 3.2.2.1		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
E.1.5. CGI	Are preventive law materials, including USAF preventive law letters and cross-feed items, maintained and current?	AFI 51-504; AFI 51-105		
E.1.6. CGI	Has the Legal Office provided GSUs with appropriate preventive law support (i.e. briefings, handouts, pubs, video tapes, etc.)?	AFI 51-504		
E.1.7. CGI	Are significant consumer protection matters publicized?	AFI 51-504, Para 3.2.1.3		
E.1.8. CGI	Does the Legal Office identify topics requiring preventive law emphasis?	AFI 51-504, Para 3.2.1.4		
E.2.	Briefings and Use of Communications Media			
E.2.1. CCI	Are personnel subject to mobility identified and briefed on the importance of making advance arrangements for wills, powers of attorney, childcare, and finances?	AFI 51-504, Para 1.10 & 3.2.1.1.1; ANGI 51-504		
E.2.2. CGI	Is Fraud Waste and Abuse prevention briefed as part of the Legal Office's preventive law program?	AFI 51-504, Para 3.2.1.2.		
E.2.3. CGI	Is information and guidance provided regarding the political activities of military and civilian personnel in election years and when otherwise appropriate?	DoD 5500.7-R; DoD 1344.10		
E.2.4. CCI	Are Legal Office personnel familiar with the provisions of the Servicemembers Civil Relief Act (SCRA) and do they brief deploying personnel on their protections under the SCRA?	AFI 51-504, Para 3.2.1.1		
E.2.5. CGI	Have articles been submitted for publication in the unit newspaper and other media on a periodic basis?	AFPD 51-5, Section C, Para 11		
E.2.6. CGI	Does the Legal Office make effective use of LAN/INTERNET and other communications resources?	AFI 51-105		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
E.3.	Management of the Legal Assistance Program			
E.3.1. CGI	Are all Legal Office personnel, including those newly assigned, aware of the approved scope of legal assistance services?	AFI 51-504, Para 1.5.5.2		
E.3.2. CGI	Do legal assistance officers ensure that they do not create the impression that they represent the Air Guard or Air Force when handling clients' civil affairs (e.g. in written correspondence)?	AFI 51-504, Para 1.6.4		
E.3.3. CGI	Have procedures been implemented to verify the eligibility of each client for legal assistance?	AFI 51-504 Para 1.3, 1.4; ANGI 51-504		
E.3.4. CCI	Is legal assistance promptly available in emergency situations?	AFI 51-504, Para 1.1;		
E.3.5. CGI	Does the Legal Office maintain current legal assistance materials (state law studies, state and federal income tax information, etc.)?	AFI 51-504, Para 1.4.14 & 3.5		
E.4.	Quality of Service			
E.4.1. CGI	Has the SJA clearly established appropriate limitations on the nature and extent of services available?	AFI 51-504, Para 1.3 & 1.4		
E.4.2. CGI	Has the SJA published the Legal Office's limits on non-mobilization or deployment related legal assistance?	AFI 51-504, Para 1.5.5.4; ANGI 51-504		
E.4.3. CGI	Has the SJA established a system that encourages client comments concerning legal assistance service?	AFI 51-504, Para 1.1 & 3.2		
E.4.4. CGI	Does the Legal Office have handouts or other current legal assistance materials geared to the local legal needs, e.g. adoptions, landlord-tenant disputes, and local criminal justice?	AFPD 51-5, Para 1.11; AFI 51-504, Para 3.2.2.4		
E.5.	Referral Procedures			

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
E.5.1. CGI	Are all legal assistance personnel aware of the Air Force/Air Guard policy on referral procedures?.	AFI 51-504, Para 1.7 & 1.8; ANGI 51-504, Para 5		
E.5.2. CGI	Has the SJA established procedures to ensure that clients' legal assistance needs that exceed the capabilities of Legal Office personnel are addressed?	AFI 51-504, Para 1.7		
E.5.3. CGI	Are clients with military justice problems referred to appropriate military and/or civilian defense counsel?	AFI 51-504, Para 1.7.2		
E.6.	Maintenance and Protection of Client Records			
E.6.1. CGI	Are legal assistance records and workload entered into WebLIONS from the AF Form 1175?	AFI 51-504, Para 1.9.1		
E.6.2. CCI	Are clients informed of the confidentiality of legal assistance advice, documents, and records, and is confidentiality maintained?	AFI 51-504, Para 1.6.2		
E.6.3. CGI	Are all JA personnel aware of confidentiality requirements?	AFI 51-504, Para 1.6.2; TJAG Policy Memo TJS-2, TJS-8		
E.6.4. CCI	Are offices available to maintain client confidentiality, and if not, have appropriate steps been taken to correct the deficiencies?	AFI 51-504, Para 1.6.3		
E.7.	Publicity and Timely Delivery of Legal Assistance Services			
E.7.1. CGI	Has the availability of legal assistance been properly publicized?	AFI 51-504, Para 1.5.5.4		
E.7.2. CCI	Is the Legal Office actively involved in preparing members and their families for mobilization/deployment and giving other mission-related legal assistance?	AFI 51-504, Para 3.2.1.1; ANGI 51-504.		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
E.7.3. CGI	Are there safeguards to preclude conflicts of interest when two JAGs from the same office represent opposing spouses in domestic relations cases?	AFI 51-504, Para 1.6 & 1.7		
E.7.4. CCI	Does the Legal Office legal assistance program include advance preparation for units and individuals likely to deploy?	AFI 51-504, Para 3.2.1.1; ANGI 51-504		
E.7.5. CGI	Are will clients individually interviewed by an attorney using will questionnaires or worksheets?	AFI 51-504		
E.7.6. CGI	Are wills prepared and ready for execution immediately or within a reasonable time after the client's interview?	AFI 51-504		
E.7.7. CGI	Does an attorney or a trained/experienced paralegal supervise the execution of wills and ensure all legal formalities are met?	AFI 51-504		
E.7.8. CGI	Are self-proving affidavits used in will executions, when possible?	AFI 51-504		
E.7.9. CGI	Are will executions conducted in a dignified, professional manner and environment, either individually or in a small group?	AFI 51-504		
E.7.10. CGI	Are notary services readily available and properly publicized?	AFI 51-504; ANGI 51-504		
E.7.11. CGI	Are paralegals used, when possible, to provide notary service and to augment other legal assistance services?	AFI 51-504, Para 2.1.6		
F.	CLAIMS			
F.1.	Claims Overall			
F.1.1. CGI	Are the SJA and all Legal Office personnel familiar with and knowledgeable about the basic purposes and functions of the USAF claims program?	AFPD 51-5; AFI 51-502		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
F.1.2. CGI	Are the SJA and all Legal Office personnel familiar with the active duty base legal office (base name, address, phone numbers and names of SJA & Claims Officer) that is responsible for handling claims arising in the ANG unit's jurisdiction to properly direct a potential claimant and follow up on claims?	AFPD 51-5; AFI 51-502		
F.1.3. CGI	Does the SJA keep commanders informed on major claims issues?	AFPD 51-5; AFI 51-502		
F.1.4. CGI	Do Legal Office paralegals know how to properly assemble, document and maintain claims files IAW current USAF claims procedures?	AFPD 51-5; AFI 51-502		
F.2.	Disaster Response Preparedness			
F.2.1. CCO	ARE PROCEDURES IN PLACE TO ENSURE THAT JA IS PROMPTLY NOTIFIED OF EACH ANG RELATED ACCIDENT AND INCIDENT (E.G., MASS UNIT CASUALTIES, UNIT AIRCRAFT CRASHES)?	AFPD 51-5; AFI 51-502		
F.2.2. CCI	Are Legal Office personnel knowledgeable of the basic emergency claims procedures, including responsibilities under Article VII of the NATO SOFA?	AFPD 51-5; AFI 51-502		
F.2.3. CGI	Is an emergency claims kit available?	AFPD 51-5; AFI 51-502		
F.3.	Anti-Government Claims			
F.3.1. CCI	Are the SJA and DSJA familiar with and knowledgeable about the basic purposes and functions of the Foreign Claims Act, the Federal Tort Claims Act (including medical malpractice claims and the Feres doctrine), and the Military Claims Act?	AFPD 51-5; AFI 51-501 & 502		
F.4.	Pro-Government Claims			

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
F.4.1. CCI	Are the SJA and DSAJ familiar with and knowledgeable about the basic purposes and functions of carrier recovery claims, damage to government property claims and hospital recovery claims?	AFPD 51-5; AFI 51-502		
F.5.	Armed Forces Claims Information Management System (AFCIMS)			
F.5.1. CGI	Are Legal Office personnel knowledgeable about the basic purposes and functions of AFCIMS and how to properly enter all types of claims (PT, P, MCA, FOREIGN, etc.) into AFCIMS?	AFPD 51-5; AFI 51-502; ANGI 51-801, Para 6.2		
G.	INTERNATIONAL LAW			
G.1.	International Law Overall			
G.1.1. CCO	ARE THE SJA AND DSJA SUFFICIENTLY KNOWLEDGEABLE ABOUT INTERNATIONAL LAW ISSUES TO ACCURATELY AND TIMELY ADVISE UNIT AND GSU COMMANDERS ON POTENTIAL DEPLOYMENT ISSUES?	AFI 51-401; AFI 51-701; AFI 51-704		
G.1.2. GCI	Are the SJA and DSJA aware of the procedures for handling requests for political asylum and temporary refuge?	AFI 51-401; AFI 51-701; AFI 51-704		
G.1.3. CCO	DO JA ANNEXES TO LOCALLY DEVELOPED OPERATIONS PLANS ADEQUATELY DEFINE JA WARTIME MISSIONS AND EXECUTION OF THESE PLANS?	AFI 51-401; AFI 51-701; AFI 51-704		
G.1.4. CGI	Are instructions for reporting LOAC violations contained in the JA annexes?	AFI 51-401; AFI 51-701; AFI 51-704		

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
G.1.5. GCI	Has the SJA ensured that, when deployed, there is an adequate number of JAGs properly appointed and trained to act as a trial observer for trials of unit personnel by foreign courts or tribunals?	AFI 51-703; AFI 51-703		
G.1.6. GCI	Is the Legal Office prepared, when deployed, to maintain an effective working liaison with host nation law enforcement officials, prosecutors, and judicial authorities?	AFI 51-703; AFI 51-706		
G.2.	International Agreements			
G.2.1. CCI	Are the SJA and DSJA aware of the procedures for obtaining Status of Forces Agreements (SOFAs) and are SOFAs for ongoing and/or probable countries of unit and GSU personnel deployments on file in the Legal Office?	AFI 51-401; AFI 51-701; AFI 51-704		
G.2.2. CCO	DOES THE SJA OR DSJA BRIEF UNIT AND GSU COMMANDERS AND DEPLOYING PERSONNEL ABOUT THE HOST NATION SOFA AND THE EFFECT OF HOST NATION LAW ON MEMBERS AND ACCOMPLISHMENT OF THE MISSION?	AFI 51-401; AFI 51-701; AFI 51-704		
G.2.3. CCI	Are the SJA and DSJA aware of the restrictions on entering international agreements and the limited extent of delegated procedural negotiating authority for international agreements?	AFI 51-701		
H.	OPERATIONS LAW			
H.1.	Operations and Deployment Planning Legal Support			

ITEM NUMBER	ITEM	REFERENCES	COMMENTS	YES/NO
H.1.1. CCI	Does the SJA or DSJA draft and review operation and exercise plans for compliance with LOAC and the myriad of other potential legal issues?	AFI 51-102, Para 3.6		
H.1.2. CCI	Does the SJA provide advice and counsel to participants in mobility and contingency operations?	AFI 51-102;		
H.3.	Law of Armed Conflict (LOAC) Training			
H.3.1. CCO	DOES THE LEGAL OFFICE HAVE AN ADEQUATE PLAN TO AND DOES IT PROVIDE ANNUAL LOAC TRAINING TO ALL UNIT AND GSU PERSONNEL, INCLUDING SPECIALIZED LOAC TRAINING BRIEFINGS TO UNIT AND GSU PERSONNEL ASSIGNED TO SECURITY FORCES, MEDICAL, INTELLIGENCE, FLYING, OR SIMILAR OPERATIONAL UNITS OR POSITIONS AND IS THE TRAINING TAILORED SPECIFICALLY TO THE AUDIENCES' DUTIES AND RESPONSIBILITIES?	AFPD 51-5, AFI 51-401;		